

PIEDMONT PUBLIC SCHOOLS
Substitute Teacher Handbook
2025-2026



615 N. Edmond Road ● Piedmont, OK 73078 ● (405)373-2311

Revised 10/22/2025

PIEDMONT SCHOOL SITES

School Site	Address	Phone
Early Childhood Center	11020 W. Memorial Yukon, OK 73099	(405) 373-5190
Northwood Elementary	14100 Northwood Dr. Yukon, OK 73099	(405) 373-5151
Piedmont Elementary	1011 Piedmont Rd. N. Piedmont, OK 73078	(405) 373-2354
Stone Ridge Elementary	10000 W. Memorial Yukon, OK 73099	(405) 373-4227
Piedmont Intermediate	977 Washington Ave. Piedmont, OK 73078	(405) 373-5155
Middle School of Piedmont	823 Second St. NW Piedmont, OK 73078	(405) 373-1315
Piedmont High School	1055 Edmond Rd NW Piedmont, OK 73078	(405) 373-5011

Welcome to Piedmont!

We are excited to begin our partnership with you. Substitute teachers are responsible for understanding and following the procedures outlined below. This handbook will provide general guidelines on what is expected within our school system. Each school site within our district may have additional expectations and procedures.

Each substitute teacher is **required** to attend a training and informational session for current and interested applicants. During the session, GCN training will be provided.

SUBSTITUTE TEACHER APPLICATION PROCESS for NEW APPLICANTS

1. Complete online Substitute Teacher application
 - Go to www.piedmontschools.org > Employment > Substitute Teachers to access the online application
 - Two references must be provided
 - *A good personal reference should be someone who can speak positively and specifically about your professional work experience and style. It can be a current or former supervisor, peer, colleague at work, or mentor.*
2. You will receive an email with the next available informational/training meeting.
3. Complete a preliminary background check. Upon our receipt of the results, you will receive an email to do your onboarding.
4. Complete all the paperwork.
5. Schedule an appointment to complete the required **Background Check** (see Fingerprint Process). *The applicant is responsible for any cost associated with the background check.*
6. When all steps have been completed and with school board approval, you will be invited to be a Substitute Teacher.

The items below will be needed to complete the onboarding process:

7. Two forms of ID (State Photo ID and SS card)
8. A voided check or a preprinted form from your bank for direct deposit
9. Direct Deposit Authorization
10. OK Tax form & W4
11. I-9
12. Loyalty Oath
13. Receipt from the OSBI background check
14. College transcripts of current teaching certificate (if applicable)
15. Complete the GCN tutorials certificate

Be sure to check your spam folder and accept emails from @pedmontschools.org.

RETURNING SUBSTITUTE TEACHER STATUS REQUIREMENTS

To be re-activated for the 2025-2026 school year:

1. Complete GCN & Vector tutorials as required for all Piedmont School employees.
 - Bloodborne Pathogens
 - FERPA (Family Education Rights and Privacy Act)
 - Substitute Teaching A Guide for Substitute Teachers
 - Title IX
 - Child Abuse - *Vector*
2. Email your Certificate of Completion to Jazmin - jazmin.cogburn@pedmontschools.org.
3. When all steps have been completed and with school board approval, you will be invited to be a Substitute Teacher.

PAY INFORMATION

The standard pay for substitute teachers is as follows:

- Certified substitute teachers.....\$85.00 per day
- Non-certified substitute teachers.....\$75.00 per day
- Support Staff/Paraprofessional\$75.00 per day

- Certified long-term substitute..... \$150 per day
(more than 20 days in the same classroom consecutively; increased pay rate will be applied on day 21)
- Non-certified long-term substitute..... \$100 per day
(more than 20 days in the same classroom consecutively; increased pay rate will be applied on day 21)

*Certified substitutes must possess an Oklahoma teaching certificate

**Paychecks are issued through direct deposit once a month on the 15th day of each month and cover days worked within the preceding month's pay period.

FINGERPRINT PROCESS

Background checks must be completed as a requirement of your employment and to complete your new hire process. Oklahoma State law requires background checks for substitute teachers. The applicant is responsible for any cost associated with the background check (\$58.25 fee).

Idemia/Identogo is contracted by the OSBI to conduct digital fingerprinting.

To schedule a background check, follow the steps below:

- enter <https://ok.ibtfingerprint.com/> in your web browser
- service code **2B7KRR**
- select Piedmont Public Schools district
- schedule your appointment

After your appointment, please email a picture of the receipt to Jazmin. We use the codes on the receipt to communicate your results with the OSDE.

RED ROVER

Red Rover is an Absence and Substitute Teacher Management system, designed with Substitute Teachers in mind. In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also be able to manage your availability and schedule online, review assignments that you've accepted, and much more.

**The district will create an account for you. Account details will be emailed with instructions for the first login.*

ACCEPTING AND CANCELING SUBSTITUTE JOBS

Substitutes are expected to fulfill the assignment they have accepted. In the event a job must be canceled, he/she should do so at the earliest opportunity. If you are canceling an assignment less than 24 hours in advance, please contact Jazmin Cogburn at (405)373-5192 and the school administrator.

ASSIGNMENTS

Piedmont Schools aims to provide a safe learning environment for students in the absence of their regularly assigned classroom teacher. Substitute teachers who are 19-21 years of age may only substitute for students in grades Pre-K through 6th grade.

The district reserves the right to discontinue assigning substitutes to any or all school sites at any time. Several cancellations or a history of no-shows may cause inactivation of the account. If you are unable to cancel the absence yourself, send Jazmin Cogburn an email. It is **your** responsibility to call the school and let the office staff know you will be absent.

WORKING HOURS

Substitute teachers should arrive 30 minutes before school starts and should stay 15 minutes after school is dismissed. All times are listed below.

School	School Start Time	Substitute Report Times
Early Childhood Center	8:30 AM - 3:30 PM	8:00 PM - 4:00 PM
Elementary Schools (NW, PES, SR)	8:45 AM - 3:45 PM	8:15 AM - 4:15 PM
Piedmont Intermediate	7:50 AM - 2:50 PM	7:20 AM - 3:20 PM
Secondary Schools (MS and HS)	7:50 AM - 2:50 PM	7:20 AM - 3:20 PM

REPORTING FOR DUTY

Upon arrival at a school site, please follow the next steps:

1. Scan your driver's license at the School Safe ID system located in the foyer.
2. Report to the school office before assuming duties in the classroom. They will ensure you get a schedule and a key.
3. Please verify that there are no special instructions, school assemblies, or other pertinent information needed to carry out your duties.

CLASSROOM DUTIES AND RESPONSIBILITIES

Substitute folders should be on or near the teacher's desk. The binder typically contains attendance sheets, emergency plans for individuals with health concerns, lesson plans, etc. If the folder is unavailable, please check with the front office. Please familiarize yourself with the emergency plans located in the folder.

Substitute teachers should maintain the regular classroom routine. Technology devices are part of the student instruction, which includes the following: 7th-12th graders can take Chromebooks home.

Substitute teachers are expected to reinforce the expectations of the classroom teacher. Classroom rules are posted in classrooms or described in the lesson plans. The district expects all students to be treated with respect.

The substitute should NEVER leave the class of students unattended. Leaving students unattended is grounds for immediate removal. If a student leaves the classroom without permission, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for an emergency, please notify a nearby teacher so the class will be supervised.

Students are encouraged to stay in the classroom. Use good judgment when offering hall passes to students. Students are not permitted to visit the library, other classrooms, etc.- without written permission from another teacher. Consider keeping a log of students exiting/entering the classroom. This log will be helpful in the event of an emergency.

Taking accurate attendance is important. The sub folder should include a roster and/or an attendance form. These attendance records can be turned in to the school office during the planning period or lunch. Older students are permitted to deliver the attendance to the office.

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work, and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students.

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to seek help when needed. Everyone in the school system wants the substitute teacher to be successful.

At the end of the day, please take a few minutes to leave a detailed note for the teacher. Keep the note professional with only facts. The teacher appreciates knowing if the lessons were completed, where assignments have been stored, and if any behavior problems or unusual events occurred.

CELL PHONE

Cell phones should only be used in the event of an emergency. Taking pictures or videos of students is prohibited. It is best to lead by example and keep your cell phone in your bag or pocket. Student cell phones are **not** to be confiscated. If a situation or student becomes unmanageable, you shall call the office for an Administrator. Please see page 10 for the new Bell 2 Bell: No Cell.

DISCIPLINE

You are prohibited from using any physical discipline. Forced exercise such as running laps or doing push ups is not allowed. Discipline is to be used sparingly and must be age-appropriate. Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the student. Please contact the office or a nearby teacher if problems arise.

DISMISSAL

Follow the dismissal policies. Listen for after school announcements regarding release; car riders, walkers, and bus numbers. For intermediate school and below: *ask another teacher to sign you into Safe Schools to monitor the car line.*

DRESS CODE

Substitute teachers should dress professionally. Examples of appropriate attire include slacks, blouses, polos/collared shirts, medium-length skirts, or dresses. Athleisure and tracksuits are only permitted while teaching PE class. On Friday, you are encouraged to wear jeans with a Piedmont spirit shirt.

EMERGENCIES AND DRILLS

Each classroom has emergency procedures posted on the wall. Review these posters and become familiar with plans. There should be a sub binder in the classroom. If there is not one, contact the office.

BLOODBORNE PATHOGENS (BBP)

You shall not clean up any bodily fluids or sharps. Contact the office if you see a hazardous spill; vomit, blood, glass, etc. Our custodians have specific BBP training and PPE for cleaning.

CONFIDENTIALITY

Student confidentiality is a top priority in our district. Student behavior, performance, and achievement are not the subject of general conversation and should not be discussed with persons out of the school system or persons not involved with the student's education. Student records are protected by federal law. Also, staff confidentiality is a priority so we ask that you respect their privacy.

PROHIBITED SUBSTANCES

The possession and use of alcohol and drugs on school property is strictly prohibited. Substitute teachers suspected of being under the influence are subjected to testing and dismissal. It is important to maintain a safe and professional environment on school premises, and any behavior that jeopardizes the safety and well-being of students and staff will not be tolerated.

SOCIAL MEDIA POLICY

District employees are expected to be positive ambassadors for our district and community. Because readers of social media may view the employee as a representative of the district, they must observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited. You are not to make any statement on behalf of the district or anyone else affiliated with PPS.

SOLICITATION

Personal selling, promoting, or otherwise soliciting goods or services for personal gain or benefit is prohibited. Distribution of any written material is prohibited unless approved in advance by an administrator or permanent teacher.

TOBACCO FREE POLICY

Piedmont Public Schools has a no-smoking policy. All tobacco and vape products are prohibited on all school property.

INTERCOM EMERGENCY CODES AND PROCEDURES

HOLD

“Hold in your classroom or area. Clear the halls.”

There may be situations that require students to remain in their classrooms. For example, a medical emergency in the hallway may demand keeping students out of the hall until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

SECURE

“Secure! Get inside. Lock outside doors.”

Secure is called when there is a threat or hazard outside of the school building. Whether it's due to criminal activity in the area, or a dangerous animal on the playground. Secure uses the security of the physical facility to act as protection.

LOCKDOWN

“Lockdown! Locks, Lights, Out of Sight”

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes, to intruders, lockdown uses classroom and school security actions to protect students and staff from threat.

EVACUATE

Evacuate! To.. (a specific location)

Evacuate is called when there is a need to move students from one location to another. The location for evacuation will be communicated.

SHELTER

Example: “Tornado Warning, evacuate to shelter area.”

Shelter is called when specific protective actions are needed based on a threat or hazard. Training includes response to threats such as tornado, earthquake, or hazmat. The hazard will be communicated along with the safety strategy.



Starting this 2025–2026 school year, Oklahoma’s SB 139 mandates that all public schools enforce a “bell-to-bell” ban on student use of phones and personal electronic devices during instructional hours. This includes, but isn’t limited to, cell phones, smart watches, tablets, earbuds, headphones, and gaming devices.

PPS CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY FNH

- All students will be allowed to carry their PED, but they must be turned off and in a backpack.
- No use of cellular phones, smart phones, smart watches, tablets, ear pods, headphones, and gaming devices. Gaming devices will only be permitted in the E-Sports classroom. All PEDs must be turned off and put away.

Exceptions to this policy may be granted by the building principal for unique situations such as, but not limited to:

- Emergency use of cell phones or personal electronic devices by students during the school day.
- Use of cell phones or personal electronic devices by students who use them to monitor health issues.

School-issued devices used in class are **not** affected by this ban.

CONSEQUENCES FOR CELL PHONE OR PED USE

MIDDLE SCHOOL AND HIGH SCHOOL

- **No warning** - much communication on the front end of this.
- 1st Offense: Detention with parent contact.
- 2nd Offense: One day of In School Intervention (ISI) with parent contact
- 3rd Offense: Three days of ISI or out of school suspension at administrator discretion and parent contact.
- 4th Offense: Conference with parents and work together to develop a future solution.

ELEMENTARY AND INTERMEDIATE

- 1st Offense - Warning
- 2nd Offense - PED kept in a secure office location until the end of the school day.
- 3rd Offense: Parent picks up the PED from a secure office location.

Each 9 week period, consequences and offenses “reset” to zero.

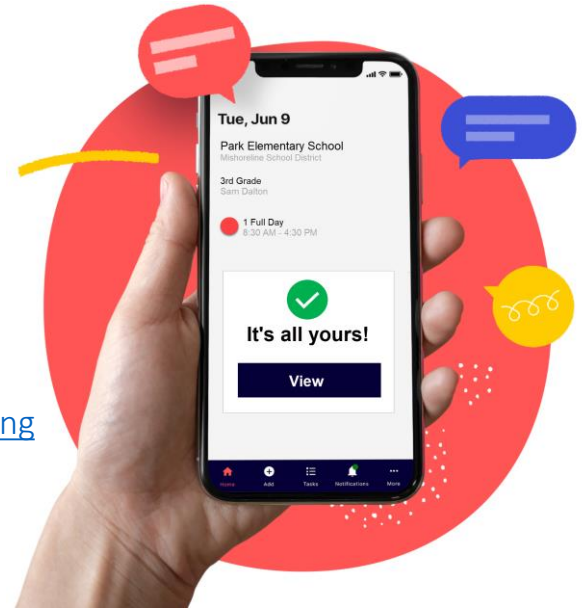
ADDITIONAL INFORMATION

- [Oklahoma SB 139](#)
- [Frequently Asked Questions](#)

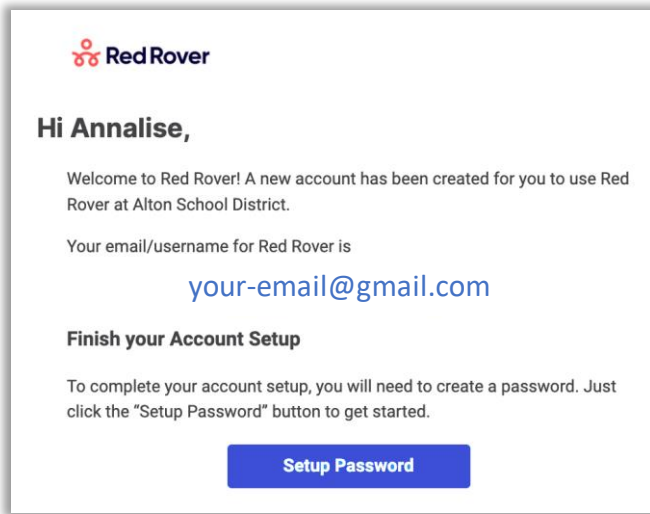
Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at redroverk12.com/sub-training



Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, app.redroverk12.com, to create a password.

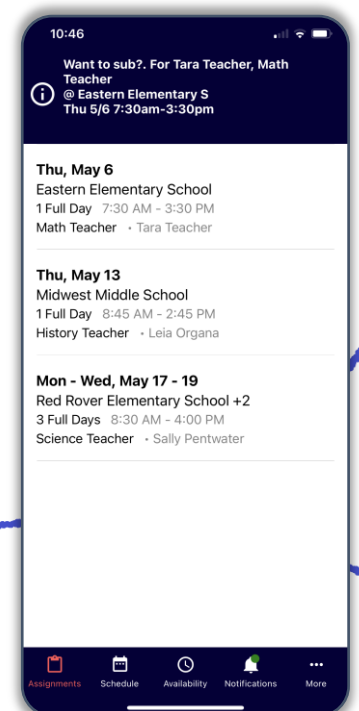
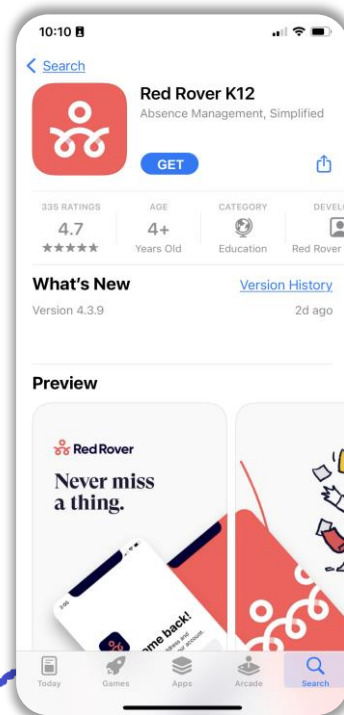
For future visits to the site or mobile app, you'll log in with your email address and password you created.

Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!

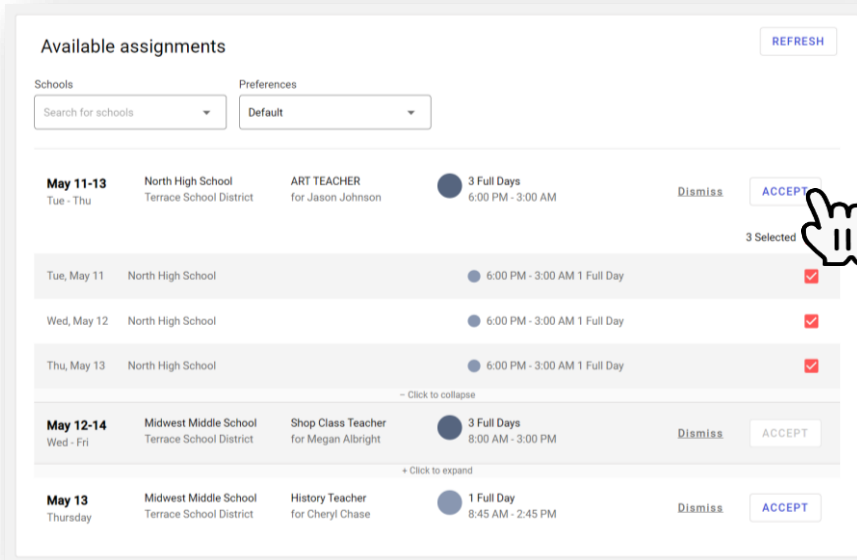
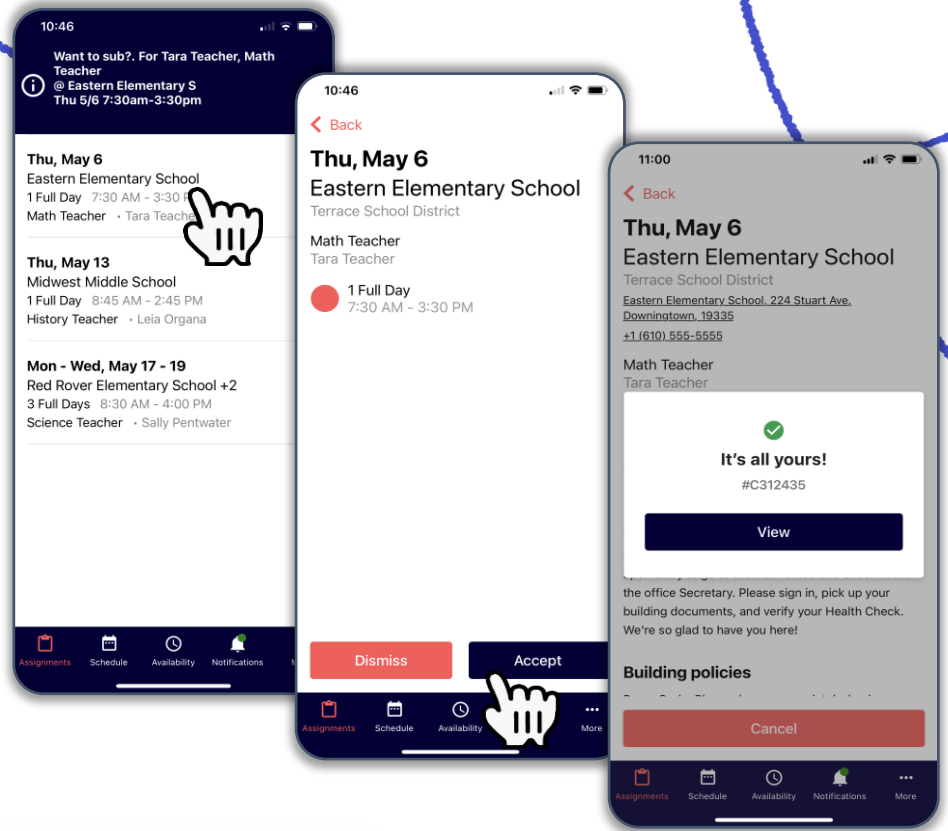


Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.



Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at app.redroverk12.com. Log in with your username and password. Then scroll down to your "Available Assignments."


To accept a job, click the **Accept** button.

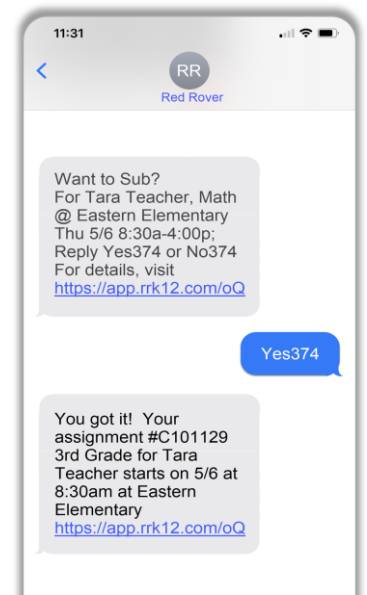
If you successfully accept the job, Red Rover will display a confirmation number.

Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided "Yes" code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

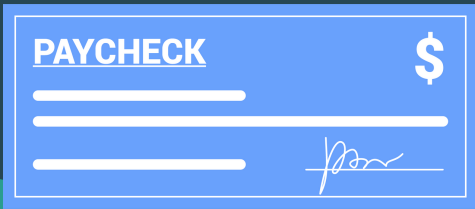
Help, Managing Notifications, & Personal Information

Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the  icon in the upper right-hand corner of the website or in the menu on the app.



HOW TO READ YOUR PAY STUB

Important information regarding payday, pay periods, and more



PAY DAY

Pay is deposited on the 15th of every month. If the 15th falls on a weekend day or holiday, pay will be deposited the business day before the 15th.

PAY PERIOD

The pay period is the 1st day of the month, through the last day of the month. As an example, November's check will reflect all the days worked in October.



PAY STUB

Your paystub will be emailed by "Piedmont Payroll". Use your first and last initial and last 5 digits of your SSN as the password to open the PDF.



Example: LB12345

PAY RATES

Certified teachers: \$85/day

Long term certified rate: \$150/day

Regular subs: \$75/day

Half day: \$37.50



PIEDMONT PUBLIC SCHOOLS

2025-2026 DISTRICT CALENDAR

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LEGEND

New Teacher Academy	August 7 & 8
Convocation AM Resource Day PM	August 11
Professional Development	Aug 11-13
Classes Begin	August 14
Labor Day	Sept 1
Resource Day	Sept 26
P/T Conferences	Oct 13 & 14
No School	Oct 17
Fall Break	Oct 20 & 21
Thanksgiving Break	Nov 24-28
Winter Break	Dec 22-Jan 2
Resource Day	Jan 5
MLK	Jan 19
Resource Day	Feb 13
PD Day	Feb 16
DUCK WEEK	March 9-13
SPRING BREAK	March 16-20
P/T Conferences	March 24 & 26
No School	March 27
No School	April 24
Last Day of School	May 21
Resource Day	May 22
Weather Days	May 26-29

OF DAYS

STUDENTS: 172
TEACHERS: 180
PROFESSIONAL DEVELOPMENT: 3.5
TEACHER RESOURCE DAYS: 4.5

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CONTACT INFORMATION:

Substitute Contact: Jazmin Cogburn

Office Phone: (405)373-5192

Email: jazmin.cogburn@piedmontschools.org